



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WARDEN	46*	A	12.501

Under administrative direction of the Assistant Director of the department, plan, organize, administer, monitor, control and evaluate all the programs and activities of a major correctional institution for the custody, feeding, clothing, housing, care, treatment, discipline, training, employment, rehabilitation and general well-being of offenders.

Formulate administrative policies and procedures; evaluate and determine program goals and operational activities; develop plans and procedures of the work operation of the various sections and units such as the institution's programs area, culinary, mental health units, reception/diagnostic centers, segregation units, condemned persons housing unit, close supervision units, and infirmary.

Establish and monitor long term objectives in the safety and security of the institution in order to increase the effectiveness of the programs, to ensure that all actions taken by staff members comply with federal and State laws and regulations, court orders and department policies and procedures. This managerial duty is performed independently or jointly with higher management by applying knowledge of the department's rules and regulations, correctional management principles and practices, and by considering a broad spectrum of factors when making decisions or recommendations including public relations, legislative relations, public policy stances, effect on other institutions, etc.

Determine the subordinate organizational structure, work operations, work methods and procedures, and workflow and make adjustments to reflect changes in objectives, operations, and relationships with other institutional units consistent with the institutional and departmental policies. Review work in terms of accomplishment of program objectives, making occasional spot-checks of the more critical types of work; personally reviewing unusually difficult or important items; studying work and progress reports prepared by subordinate supervisors; and giving personal consideration to problems referred by subordinates.

Ensure that all subordinates are provided with appropriate training and developmental opportunities; adhere to and enforce specific policies for disciplining and counseling subordinate employees, ensure conformity of actions with policies established by higher authority or State regulations; select subordinate supervisors and train them; approve standards establishing the quantity and quality of work; and oversee all personnel actions such as hiring, promotion, transfer, discipline, training, motivation of institutional staff to ensure that the institution is staffed by adequate and competent employees; and ensure compliance with all personnel rules and regulations. This duty is performed independently by applying knowledge of personnel theories and practices as well as State personnel rules and regulations.

Perform various budgetary, fiscal and administrative tasks for the institution that include the formulation and preparation of budget estimates and reports, projecting resources needed by reviewing previous years allocated budget, evaluating past performance, and current and future needs of the institution and preparing required documentation defending the budget request. This duty is performed by consulting staff members and gathering pertinent information, conducting policy analysis, program evaluation, cost benefit analysis, prioritizing needs, authorizing and monitoring funds to make the best use of the funds and staff provided.

Oversee the institutional budget to ensure expenditures are within budgetary limits and are in compliance with State regulations and purchasing procedures.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Oversee the classification activities of inmates within the institution for the proper placement of offenders in the vocational training and occupational programs in order to ensure the health and welfare of inmates. This duty is performed by reviewing documents on inmate's behavior prepared by lower level staff and to ensure the custody, care, training and rehabilitation of offenders as constitutionally required and authorized by NRS 209.351 and to ensure that the inmates are incarcerated at the appropriate level of custody.

Maintain general supervision of both the academic and vocational education, religious, recreational and other special activities for the inmates. This duty is performed by assigning, delegating and reviewing work of subordinates as well as evaluating the quality of services provided by reviewing reports and/or statistical data; by conferring with reporting staff and by reviewing information in order to determine what improvement are needed.

Coordinate with the Assistant Director, Industrial Programs the industrial, vocational and/or agricultural programs of inmates by evaluating availability of eligible inmates to participate in established programs.

Oversee the maintenance of the physical plant, set priorities and ensure that the institution is maintained in accordance with State Fire Marshal's regulations, established health standards and general safety practices.

Maintain general supervision of inmate assignment such as culinary, yard labor crew, housing unit porters, etc. to ensure established safety and sanitation standards.

Review, test, and approve institutional emergency plans; monitor indicators of potential disturbances and take appropriate action; direct management of all critical emergencies such as hostage situations, riots, natural disasters, etc. by deciding and implementing the plan of action to resolve the life and death situation in accordance with established emergency management policies.

Maintain a line of communication with inmates by touring the institution, listening to their concerns, responding to inmate written communications such as appeals and grievances in order to evaluate the services provided, identify and take appropriate actions.

Coordinate the operations of various institutional units, establish priorities, allocate available equipment, materials, funds and staff among them. This duty is performed by consulting with other staff members concerning their activities and to ensure effective contribution to the achievement of program goals and designate custody level.

Report on the achievements of the institution and the status of its work to higher authorities, including the Assistant Directors, Director, Governor, appropriate legislative groups and the public.

Inspect the institution's facilities and/or camps by touring and by interviewing subordinate staff and reviewing reports in order to ensure that the institution meets State, federal, and correctional standards.

Serve as the Administrative Officer of the Day and review critical and unusual incidents reported by various institutions and facilities and taking appropriate action or advise officers the actions to be taken by applying knowledge of agency rules and regulations and notify the Assistant Director, Director and the Governor's Office on critical incidents and the actions taken.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.

EDUCATION AND EXPERIENCE: Associate's degree or equivalent education in criminal justice, corrections, law enforcement or closely related field and two years of work experience in the management of a major division of a correctional institution; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Extensive knowledge of: emergency management, security principles, practices and tactics governing the use of physical and deadly force; the principles, practices and laws of corrections related to the criminal justice system. **Working knowledge of:** the theories, concepts, practices and regulations of personnel management and supervision including labor-management relations, classification, selection, performance evaluation, training, motivation, delegation, resource planning and utilization, work planning, etc. **General knowledge of:** management concepts and practices including needs assessment, how to establish goals and objectives; how to develop work plans and timetables; how to coordinate operations; program planning, implementation and evaluation; organizational planning. **Knowledge of:** the uses of such management tools as information systems, statistics, accounting, public relations, etc.; the social and cultural lifestyles of a variety of ethnic and cultural groups. **Ability to:** speak and write clearly and concisely in explaining ideas, communicating within the organization, informing the public and resolving conflicts; establish and maintain effective working relationships which includes exhibiting responsiveness, credibility, confidence, tact, cooperation and sensitivity; plan, implement and evaluate the achievement of goals, objectives and work plans; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and making appropriate choices among options and alternatives; comprehend, interpret and apply laws and regulations in a consistent manner; provide organizational leadership and coordination; supervise and direct the work of subordinates by providing clear plans and direction and adequate training and motivation; function effectively under stress and exhibit integrity, thoroughness and self-motivation; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining prison policies and procedures; work with individuals of varied ethnic backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Considerable knowledge of: the laws, rules, regulations and policies governing the department. **Thorough knowledge of:** the institution's program goals, objectives and content; court orders, consent decrees, departmental policies and procedures. **Knowledge of:** government organization, operation and functions including central administrative process, the legislative process, etc.; budgetary and fiscal management practices; the rules and regulations governing the classification of inmates. **Ability to:** improve institutional efficiency and security.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.501

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